

Circle Lake Association Board Meeting Agenda  
June 2018



- 1: Open meeting and noting time
- 2: Approval of past month's minutes
- 3: Review of Treasurer's report and current membership records
  - Approve payment of any bills
- 4: Review of Project reports
  - A. Watershed (Keith)
  - B. Carp (Jason Wood)
  - C. Native plantings (Dean)
  - D. Sediment
  - E. Invasive weeds (Mandi)
  - F. LID (Brian Panettiere)
- 5: Update on race (Dean)
6. Publicity, Communications, Website (Kristen)
7. Old business
8. New business

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Standard Operating Procedures Review  
EVERY MONTH

Whole Board:

- Meet on the second Monday of the month at 7:00 pm at Forest Town Hall unless specifically canceled or changed.
- Review and approve minutes from previous meeting.
- Review treasurer's report, approve expenditures, etc.
- Review membership list
- Conduct old and new business as needed.
- Review these Standard Operating Procedures and confirm responsibility and progress.

President/ VP:

- Before meeting, prepare agenda and send to board members.

Secretary:

- After meeting, prepare draft minutes and send to board members.

Treasurer:

- Before meeting, prepare treasurer's report and membership list through end of previous month and send to board members.

Webmaster:

- Before meeting, post agenda on web site
- After meeting, post minutes (as approved) and treasurer's report on web site.